



Instructions for COVID-19 Vaccine Providers

Instructions to Providers Administering COVID-19 Vaccines

Guiding Principles for Providers

In order to promote a fair process for vaccine administration while vaccine supply is limited, the Illinois Department of Public Health (IDPH) is requiring all providers to help **ensure that vaccine recipients self-verify their eligibility** for the applicable prioritization group. Self-verification ensures the recipient truthfully indicates (verbally or otherwise) their specific category of eligibility to receive the vaccine.

Providers, as a best practice, will also **request documentation or proof**, such as personal identification, employee verification, or documentation of a qualifying health condition or disability to confirm the individual is in the priority population being served.¹

All populations in Illinois can receive the vaccine regardless of insurance coverage or immigration status, including individuals who are undocumented.

- For any provider communication with the public, such as pre-screening for appointment, website information or pamphlets, indicate there is no co-pay for individuals with insurance and no charge for people who are uninsured. For information on reimbursement for vaccine administration for people who are uninsured, refer to HRSA COVID-19 Uninsured Program at <https://www.hrsa.gov/CovidUninsuredClaim>.
- Providers may **NOT** ask individuals to provide documentation regarding their immigration status.

For Provider Review with Vaccine Seekers in Priority Groups 1a and 1b

Indicate to vaccine seekers that vaccine supply is currently limited, and as a result, distribution is subject to strict prioritization in accordance with the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices recommendations and IDPH directives. With that understanding, ask the individual or their representative to review the categories below to confirm that the individual is in one of the priority populations to be vaccinated at this time.²

Priority 1a Population Description: Health care workers, as well as residents and personnel in long-term congregate care facilities where high rates of transmission and outbreaks can occur.

- Health care personnel
 - Hospital settings
 - Non-hospital health care
 - Medical outpatient clinics
 - Public health clinics
 - Local Health Department Points of Distribution (PODs)
 - Federally Qualified Health Centers (FQHCs)
 - Home health care workers
 - Home health aides

¹**Acceptable documentation** can include, among others, personal identification (State ID or driver's license, U.S. or foreign passport, Consular ID, Temporary Visitor Driver License, or CityKey card); employee identification (work identification or badge, paycheck stub, or letter from employer); documentation of a qualifying health condition or disability (any document with the diagnosis of health condition or disability, prescription medication for the health condition, Illinois Person with a Disability ID card, disability income award letter, or letter from a relevant healthcare or social service provider).

² **If the individual's specific job title is not included on the list of settings or job titles in this guidance**, but the individual's position is aligned with the priority population description, please vaccinate.



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- Long-term care facility staff and all residents
 - Skilled Nursing Facilities
 - Assisted Living Facilities
 - Intermediate Care Facilities for Persons with Developmental Disabilities
 - Intermediate Care Facilities for Persons with Severe Mental Illness
 - State-run Veterans' Homes
 - State-operated Centers for Persons with Developmental Disabilities
 - State-operated Mental Health Centers
 - Residential Treatment Centers for Substance Abuse
- Other identified congregate care staff and all residents
 - Continuing Care Residential Facilities
 - Residential Care Adult Homes
 - Supportive Housing for Seniors
 - Supportive Residential Facilities for Persons with Developmental Disabilities
 - Supportive Residential Facilities for Persons with Severe Mental Illness
 - Community Integrated Living Arrangements
 - Supervised Residential Facilities for Persons with Developmental Disabilities
 - Supervised Residential Facilities for Persons with Severe Mental Illness

Priority 1b Population Description: Persons who have been disproportionately affected by COVID-19 and frontline workers with higher risk of exposure due to their inability to work remotely and proximity to coworkers or the public.

- Age 65 or older
- Frontline essential worker (Below are examples of frontline workers within the eligible categories for Phase 1b)
 - First responders
 - Fire, law enforcement, 911 worker, security personnel, school officer
 - Education
 - K-12 teacher, school administrator, student support staff, student aide, day care worker and center-based child care provider, home visiting provider, early intervention therapists, Head Start/Early Head Start provider, Preschool for All provider
 - Food and agriculture
 - Processing plants, veterinary health, livestock services, animal care
 - Manufacturing
 - Industrial production of goods for distribution to retail, wholesale, or other manufacturers
 - Corrections workers and incarcerated individuals
 - Correctional officer and staff, jail officer and staff, juvenile facility staff, a worker providing in-person support or services, incarcerated individuals
 - U. S. Postal Service worker
 - Public transit worker
 - Flight crew, bus driver, train conductor, taxi driver, para-transit driver, in-person support, ride sharing service driver
 - Grocery store worker
 - Bagger, cashier, stocker, pickup, customer service



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- Shelters and adult day care staff
 - Homeless shelter, women's shelter, adult day/drop-in program, sheltered workshop

Priority 1b Plus Population Description: Persons with specific health-complicating conditions or status.

- Eligible Conditions
 - Obesity
 - Diabetes
 - Pulmonary Diseases
 - Smoking
 - Heart Conditions
 - Chronic Kidney Disease
 - Cancer
 - Solid Organ Transplant
 - Sickle Cell Disease
 - Pregnancy
- Persons with a Disability³ (Not otherwise covered in previous categories.)

³ For this purpose, persons with a disability is defined as a “person who is, and who is expected to indefinitely continue to be, subject to any of the following five types of disabilities: physical disability, developmental disability, visual disability, hearing disability, or mental disability.” This definition is aligned with Illinois Statute: 15 ILCS 335/4a.